



NEW JERSEY ARMY NATIONAL GUARD
JOINT FORCE HEADQUARTERS
3650 SAYLORS POND ROAD
FORT DIX, NEW JERSEY 08640-5606

ARMY BULLETIN NO. 7

19 February 2008

CY 2008 SELECTIVE RETENTION BOARD (G1)

1. REFERENCES:

a. NGR 635-102, Officers and Warrant Officers Selective Retention, dated 1 July 1988.

b. Memorandum, NGB-ARH, Calendar Year 2008 (CY08) Officer and Warrant Officer Selective Retention Board (SRB) (NGB-ARH Policy Memo #07-038), dated 6 December 2007

2. **PURPOSE:** To announce the date and location of the 2008 Selective Retention Board (SRB), the frequency of consideration, and to identify and announce changes to critical documents considered during the review.

3. **LOCATION/DATE:** The 2008 SRB will convene on 17 March 2008 at Joint Force Headquarters, 3650 Saylor's Pond Road, Fort Dix, New Jersey. The alternate convening date for the SRB is 28 April 2008.

4. **ZONE OF CONSIDERATION:** Officers in the ranks of Colonel and below who have accrued twenty (20) or more years of qualifying service for retirement as of December 31, 2007. Officers in the Zone of Consideration who will reach their mandatory removal date prior to the board adjournment and officers with approved retirements will not be considered by the SRB.

5. **THE ADJUTANT GENERAL'S (TAG) INTENT:** The intent is to retain and promote only the best-qualified officers. While we have limited slots for senior positions, we must continue to provide upward mobility and the SRB is one method of accomplishing this goal. The direction to board members is that the focus of consideration be based on potential and professionalism. In determining potential, the Officer Evaluation Reports (OERs) are a critical indicator of potential, as they reflect the level of performance and the officer's acceptance of challenging assignments over the course of a career. Another key element considered is professional development. Each officer's military and civilian education will be closely reviewed, and without question, it is expected that all officers possess the highest standards, soldierly skills and military bearing.

6. The SRB will be conducted electronically. Officers, whose records will be reviewed by the SRB, are required to review their online Official Military Personnel File (OMPF) prior to 9 March 2008. Each officer must ensure that his/her OMPF contains the following documents:

a. Official Military Personnel File

- Officer Evaluation Reports
- Civilian Education (college transcripts)
- Military Education (1059s and Certificates)

- Awards and Citations
- DA Photo (within five years or reflecting current rank)

b. Drop-File

- Letter of Input
- DA Form 2-1 (verified with current signature/date)
- Periodic Health Assessment (within last 12 months)
- Army Physical Fitness Test (within last 12 months and DA Form 5500/5501 if applicable)

7. Notification letters, with SRB checklists to assist officers in the review of their OMPF, will be sent to each officer scheduled to be reviewed by the SRB. The records review for the SRB will begin immediately and cease on 9 March 2008. Please make an appointment with the Officer Personnel Management (OPM) Branch at (609) 562-0632/0663 to review your DA Form 2-1 and submit any source documents to update your record.

8. Officer OMPFs are located on the internet at the Personnel Electronic Records Management System (iPERMS) web site. Access to iPERMS is through the Army Knowledge Online (AKO) web site or can be accessed directly at <https://statepermsompf.hoffman.army.mil>. You can review it from any computer that has internet accessibility. You should conduct the review prior to your arrival at G1-OP. At the time of your appointment, the G1-OP Staff will assist to ensure that you have provided the necessary documentation for the SRB. It is ultimately the responsibility of each individual officer to review their electronic OMPF to ensure completeness and accuracy.

9. The following time-line is established:

NLT 25 January 2008	Notification letters sent to all officers appearing before the SRB
Present – 9 March 2008	Individual Records Review. Review DA Form 2-1 and submit missing documents . For appointment call G1-OPM at 609-562-0632/0663
10 – 16 March 2008	G1-OP board preparation
17 March 2008 21 March 2008	The board convenes The board adjourns

Officers not retained may elect in writing, within 30-days of receipt of notification, to be assigned to the Retired Reserve. If no correspondence is received by the suspense date, the officer will be transferred to the USAR Control Group (Reinforcement). All further communication regarding the status of the officer must be communicated thru the Commander, Human Resources Command, St. Louis.

10. It is a requirement that all officers considered are notified of the board dates and informed of the importance of reviewing both their OMPF and drop-file. If you have questions regarding this Bulletin or the SRB procedures, please contact CW3 Frank Albanese, G1-OPM at (609) 562-0627 or email frank.albanese@ng.army.mil.

OFFICIAL:

A handwritten signature in dark ink, appearing to read 'JAG', with a long horizontal line extending to the right.

JAMES J. GRANT
COL, GS, NJARNG
Chief of Staff

GLENN K. RIETH
Major General, NJARNG
The Adjutant General

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